

HIGHLIGHTS OF QUALIFICATIONS

- Over two years' experience creating internal marketing communications
- Strong analytical and problem solving skills, with experience working in detail oriented fields and performing analysis work
- Experience creating external marketing collateral for sales representatives
- Advanced word processing, spreadsheet, and e-mail software knowledge
- Experience independently prioritizing and completing assigned tasks
- Graduating with a B.S. in Marketing May 2017

WORK EXPERIENCE

XYZ Marketing

Marketing Services Specialist

Month and year dates

- Create content for insurance programs including life insurance, disability insurance, and dental insurance.
- Create internal communications including emails, brochures, and posters for over 2,000 employees.
- Review all internal communications and ensure they meet brand guidelines.
- Prepare external communications and marketing materials using ABC Software.
- Coordinate meetings with internal and external marketing partners.

ABC Mortgage

Loan Servicing Specialist

Month and year dates

- Requested the cancelation of home owner's insurance policies covering foreclosed properties.
- Tracked and recorded the status of policies on at least 500 properties per month.
- Corresponded with insurance agents and companies via fax, phone, and email on a daily bases.

Loan Processor 2

Month and year dates

- Filed part B-E claims to the Department of Housing and Urban Development in order to recover corporate expenses incurred during the foreclosure process of FHA loans.
- Reviewed account expenses incurred during the foreclosure process in order to identify recoverable expenses and account for losses.

U.S. Army

Signals Intelligence Analyst – Sergeant

Month and year dates

- Provided over 200 intelligence reports.
- Performed detailed research and analysis to ensure accuracy of reported information.
- Reviewed and updated information in databases.
- Received recognition as the Division's Performer of the Quarter on 1 July 2014, and received the Joint Service Achievement Medal for exceptional job performance.
- Acted as team leader, conducted monthly counseling and maintained individual's training records.
- Held a Top Secret Clearance.

EDUCATION

American Military University

(Anticipated Graduation) May 2017

- B.S. in Marketing

TECHNICAL SKILLS

- ABC Software
- Marketing Software 2
- Doc Publishing Software
- Software #4